



GAL12 - Entering one off, regular and anonymous Gift Aid donations

This guide shows you how to enter new donations onto the system using the different options available to you. Please ensure you follow all of the steps outlined in this guide otherwise it will create errors you will need to rectify before authorising your quarterly claim.

The five options covered in this guide are:

- 1. Entering donations individually
- 2. Entering donations in a grid
- 3. Entering donations by name, envelope or reference
- 4. Entering a donation in view and edit donors
- 1. Entering Donations Individually
- Step 1



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• Step 3



After successfully entering a donation, a Success message will appear in a new window. Click on the cross in the top right hand corner of the green box to remove it.

Enter your next donation as per the instructions above.

- 2. Entering Donations in a Grid
- Step 1







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3. Entering Donations by name, envelope or reference



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- 4. Entering a donation in view and edit donors
- Step 1



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